



ADMINISTRATIVE POLICIES AND PROCEDURES

Policy ID: Human Resources
Subject: Unclassified Services
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Prepared By: Human Resources Department
Approved By: City Manager
Legal Review: Elizabeth Ruhmann

DESCRIPTION: UNCLASSIFIED SERVICES

POLICY: Employees in the unclassified services are employed at will and serve at the pleasure of their appointing authorities. The City Manager or designee shall make appointments and/or remove employees in the unclassified services. This policy applies to all unclassified positions of the City as identified in the Charter of the City of El Paso, Texas ("City Charter").

DEFINITIONS:

A. **Unclassified Services:** These are positions that are not subject to Civil Service Commission rules or regulations. Employees in the unclassified services can be discharged, disciplined or transferred for any reason that does not contravene public policy or state and federal employment laws.

1. Unclassified positions include only those positions identified in the City Charter.

PROCEDURES:

A. **Appointment to unclassified service:** The City Manager or designee shall make appointments to the unclassified service based solely on education and experience in the accepted competencies and practices of the field as identified in the job description for the applicable position.

B. **Removal from unclassified service:** The City Manager or designee may remove an individual from unclassified service for any reason that does not contravene public policy or state and federal employment laws. The exception would be hearing officers and the Civil Service Commission Recorder, who may be removed only by a majority vote of the civil service commission, as provided in the City Charter.

1. Written notice of separation will be provided to the individual to include effective date of separation, and may include instructions for out-processing.
2. Advance notice of separation is not required.
3. The reason for removal is not required.

C. Discipline and Transfer of Unclassified Employees: As deemed appropriate by the City Manager or designee, an unclassified employee may be disciplined, demoted or transferred in lieu of removal from City service.

1. Discipline and transfer of unclassified employees are not subject to civil service rules and regulations, and shall be imposed, if at all, at the discretion of the City Manager or designee.
2. Demoted employees shall have their rate of pay set in accordance with the demotion or reassignment to lower grade section of Ordinance 8064.

APPROVED BY:

Joyce Wilson
Joyce Wilson, City Manager

7/31/13
Date